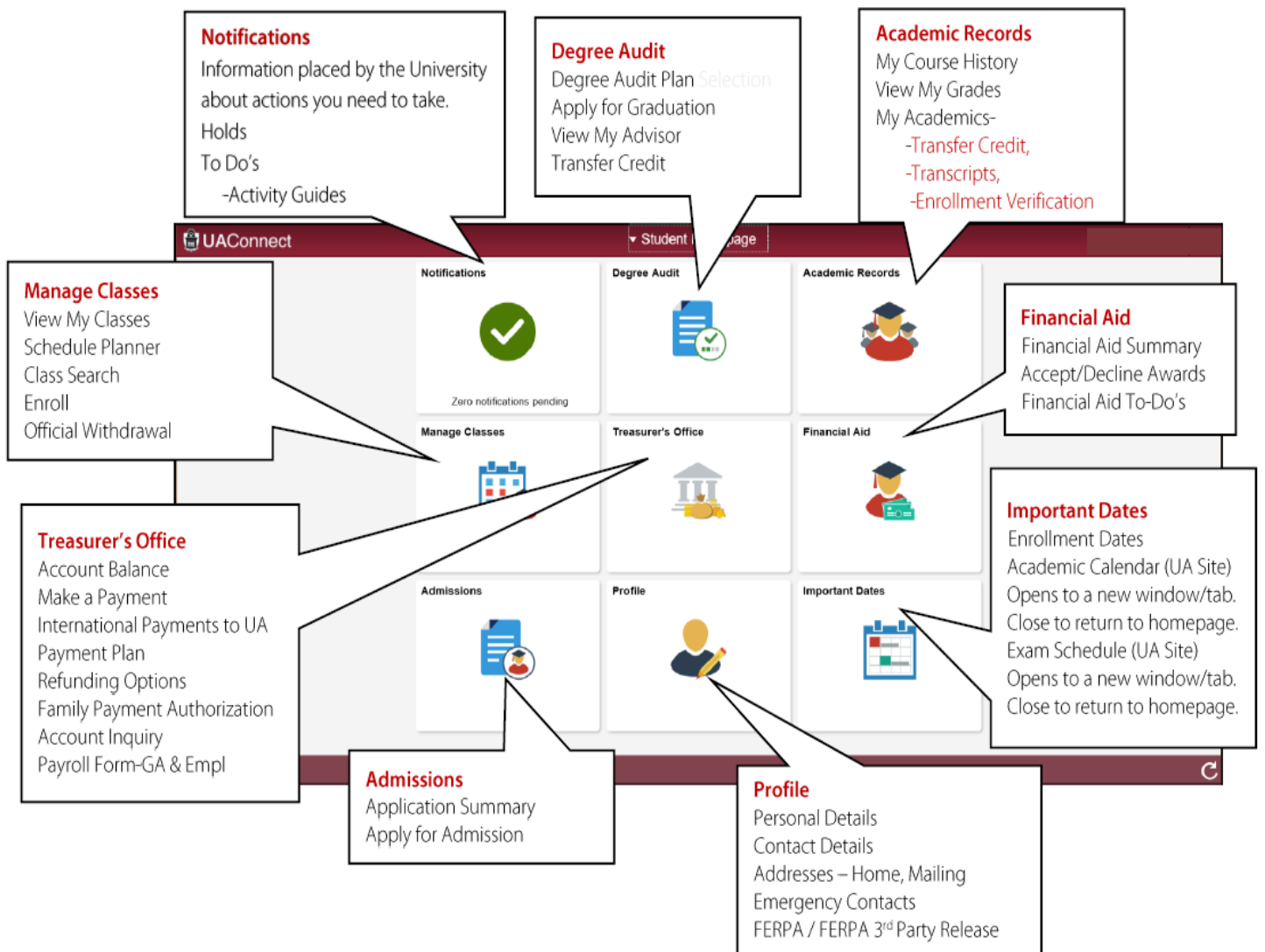


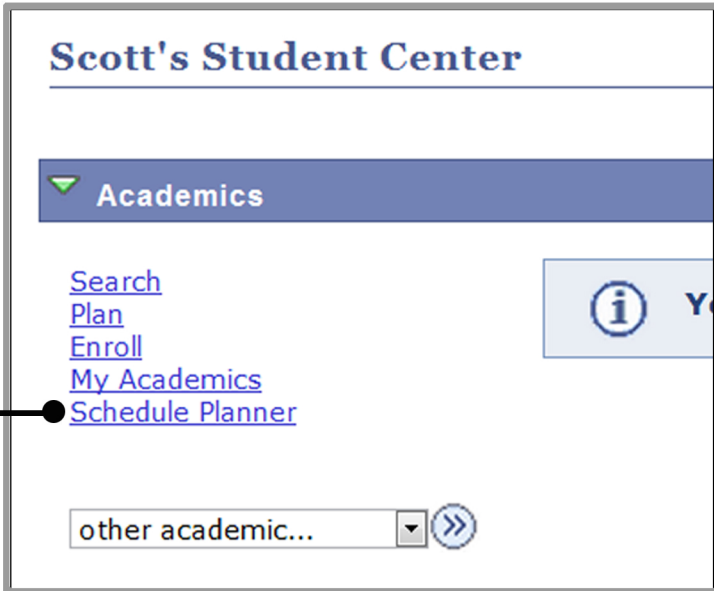
UA CONNECT STUDENT HOMEPAGE OVERVIEW



STUDENT SCHEDULE PLANNER

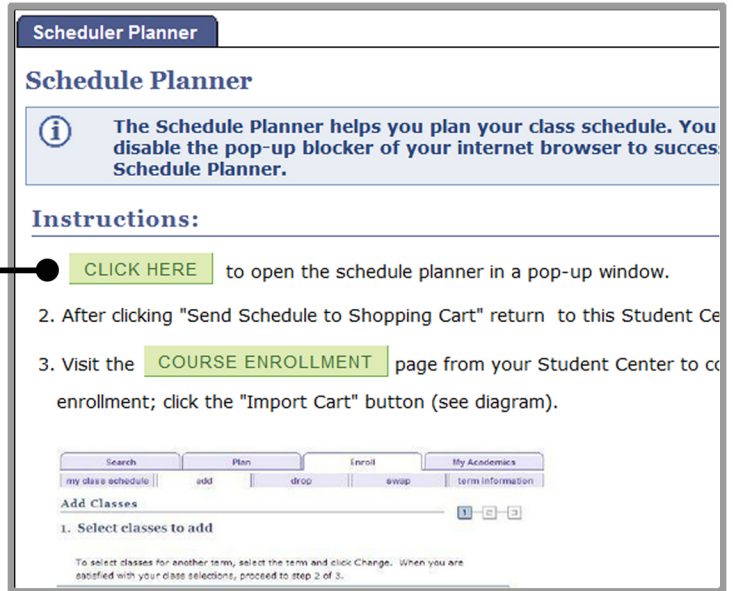
1 LOGIN

Log into UAConnect
Click Student Center,
Click "Schedule Planner"



2 CLICK "SCHEDULE PLANNER"

"Click Here" To Easily Plan Your
Class Schedule



3 ADD COURSES

To Take Next Term

4 ADD BREAKS

To Block Off Times
For No Class

5 GENERATE

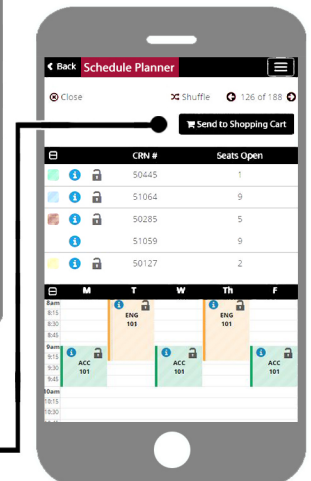
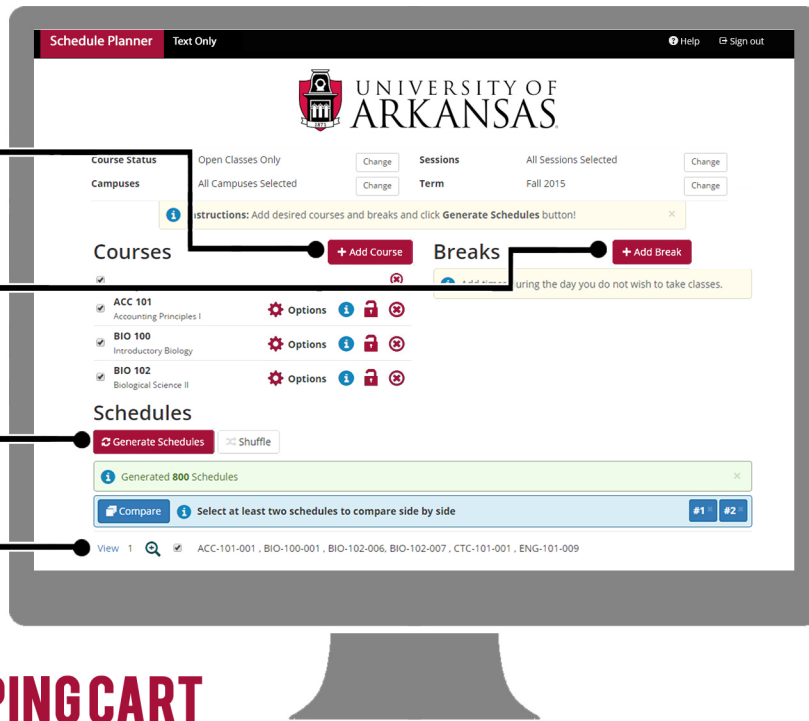
All Possible Schedules

6 VIEW

To See Each Schedule

7 SEND TO SHOPPING CART

From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!



UAConnect and Schedule Planner Guide

For more assistance and instructions with UAConnect and Schedule Planner, go to help-uconnect.uark.edu/index.php. Then go to Help Centers > Student.

Enrolling in Classes with Schedule Planner and UAConnect

1. Log on to UAConnect uconnect.uark.edu using your university login and password
 - Complete RazAlert info if necessary
2. From your Student Homepage, click on the **Manage Classes** tile and then **Schedule Planner** on the left side of the screen.
3. Click the **Click Here** button to open Schedule Planner
 - If a new window or tab does not open, you may need to “Temporarily allow pop-ups”
4. Select **Fall** for the **Term** and click **Save and Continue** button
5. Select **“Select All Campuses”** for the **Select Campus** and click **Save and Continue** button
6. **Uncheck Intercession and Online** for the **Select Session** and click **Save and Continue** button
7. Click the **Add Course** button in the **Courses** section
8. Add courses by choosing the subject and course from the dropdown menus.
Click **Add Course** button to add the individual course.
9. Once you have added all courses including required labs, check the first checkbox in the **Courses** section.
 - See section below about courses currently on your schedule.
10. Click **Generate Schedules** button in the **Schedules** section near the bottom of the screen
11. **View** possible schedules (See section on Refining your schedule search)
12. When you find the schedule you want, click the **Send to Shopping Cart** button. Select Undergraduate for Career, then click Send to Shopping Cart button.
13. Click back on the original browser tab that says **Start Scheduler**. Then click the button that says **Course Enrollment**.
14. On the next page, you will click the **Import Cart** button to import the classes individually from Schedule Planner. You will have to click the **Next** button to accept each class.
15. Once you have accepted each class, you will be back to the page for Adding Classes. You will see those classes in the middle section labeled **Fall Shopping Cart**. Click the **Proceed to Step 2 of 3** button to add those classes.
16. On the next page it will confirm all the classes in your shopping cart. Click the **Finish Enrolling** button.
 - If you get **green** checkmarks for each class you are done.
 - If you get any **red** X's, ask for assistance.

Any classes currently on your schedule are listed in the “Current Fall Schedule” area.

To use the section of a course currently on your schedule, make sure the box is checked for the course in this area. To look at other section options, uncheck the box in this area for the course and use the Add Course functionality in steps 7 and 8 above.

Refining your schedule search (too many options)

1. Add **Breaks** using the menu on the right of the screen
 - Use this for required practices or meetings
 - Use it to adjust times you wish to not have class (if possible). Working, commuting, etc.
2. Choose specific sections for one or more courses using the **Options** links in the **Courses** section.

Swapping a Class in UAConnect

1. From the **Manage Classes** tile, click the **Enroll** link on the left. Then click the **SWAP** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall** term and click the **Continue** button.
3. Under the **Swap This Class** section, click the drop-down arrow to select the class you wish to drop from your current schedule.
4. Under the **With This Class** section, click the drop-down arrow next to **Select from Shopping Cart** to select the class from your shopping cart. Then click **Select** button.
5. The next screen lists both classes for you to confirm your swap. Click the **Finish Swapping** button.
 - If you get a green checkmark on the next screen your swap worked. If you get a red X, then the swap did not happen. Possible reasons are class is closed, class conflict, or prerequisites are not met. If you need help, let an advisor know.
 - If you need to continue adding classes, then click the **Add** link at the top of the page.

Editing Drill or Lab Times in UAConnect

If you want to keep the lecture time but change the drill time for your math class or lab time for your physics class, you can use the **EDIT** function. From the **Enroll** page, click the **EDIT** tab at the top of the page. You will be prompted to select a drill or lab associated with your currently schedule lecture.

Dropping a Class in UAConnect (Use SWAP when possible)

1. From the **Enroll** page, click the **Drop** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall** term and click the **Continue** button.
3. Select the check box of each class you wish to drop.
4. Click the **Drop Selected Classes** button to remove class(es) from your schedule.
5. The next page will show the status of this process.
 - If you get a **green** checkmark on the next screen your drop worked.
 - If you get a **red X**, then the drop did not happen. The most common reason is the class is a co-requisite with another class on your schedule. You may need to do a SWAP instead or drop the co-requisites. If you need help, let an advisor know.

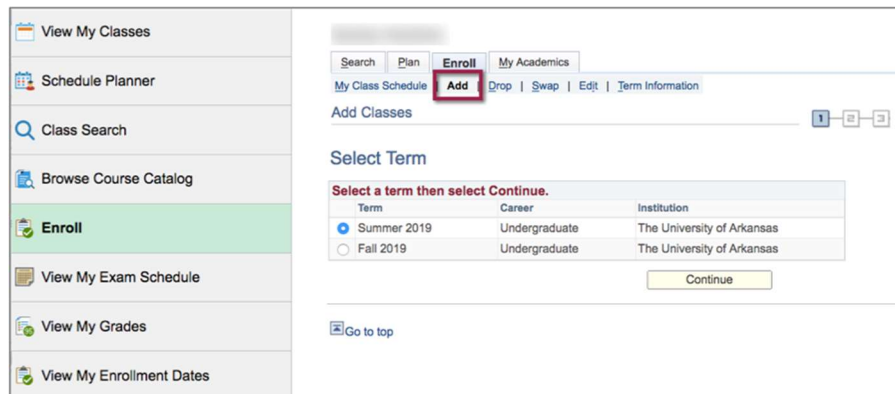
Enrolling Manually in UAConnect/Waitlisting

Taken From: <https://help-uaconnect.uark.edu/knowledge-centers/student.php>

Enrolling in a class is a multi-step process that includes selecting and confirming your course selections with verification that you have read all the Class Notes. In addition, all classes that are not taught face-to-face must have a predominant location identified as to where the course will be taken.

Adding a Class

1. Click the **Manage Classes** tile on your Student Homepage.
2. Click **Enroll** to start the enrollment process.
3. Click the **Add** tab to begin your class search. If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options and click **Continue**.



The screenshot shows the 'Enroll' section of the UAConnect interface. On the left is a navigation menu with options like 'View My Classes', 'Schedule Planner', 'Class Search', 'Browse Course Catalog', 'Enroll', 'View My Exam Schedule', 'View My Grades', and 'View My Enrollment Dates'. The 'Enroll' option is highlighted in green. The main content area has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Enroll' tab is active, and within it, the 'Add' sub-tab is selected and highlighted with a red box. Below the tabs, there are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. An 'Add Classes' search bar is present. The 'Select Term' section contains the instruction 'Select a term then select Continue.' and a table with the following data:

Term	Career	Institution
<input checked="" type="radio"/> Summer 2019	Undergraduate	The University of Arkansas
<input type="radio"/> Fall 2019	Undergraduate	The University of Arkansas

Below the table is a 'Continue' button and a 'Go to top' link.

4. If you know the class number of the course, enter it in the **Enter Class Nbr** field and click **Search**. Note that there is a difference between the class number and the course number:

-The **class number** is tied to a specific section of class that is found in parenthesis next to a class. For example, the class number for Spanish 2003-910 is 7852.

-The **course number** is a four-digit number that immediately follows the subject. The course number for Spanish 2003-910 (7852) is 2003.

5. To find all classes click the **Class Search** radio button. Click **Search** to open the **Class Search** page.

The screenshot shows the 'Add Classes' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for My Class Schedule, Add, Drop, Swap, Edit, and Term Information. A 'Change Term' button is visible. The page is for 'Summer 2019 | Undergraduate | The University of Arkansas'. There are status indicators for Open, Closed, and Wait List. A table titled 'Summer 2019 Shopping Cart' contains one entry: SPAN 2003-910 (7852) in room TBA, taught by G. Buchanan, for 3.00 units. Below the table, there is an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'Enter' button. The 'Find Classes' section has two radio buttons: 'Class Search' (selected) and 'My Planner'. A 'Search' button is at the bottom.

Entering Search Criteria

The **Search for Classes** page is now open. The **Class Search Criteria** section requires at least two search criteria to perform your search.

1. Select your **Course Career** from the drop-down menu. Selections are **Agricultural Law, Continuing Education, Graduate, Law** and **Undergraduate**.
2. Type the value in **Course Subject** field, if known (see 4 above). If unknown, click the **Select Subject** buttons to see a listing of course subjects.

The screenshot shows the 'Enter Search Criteria' page. The title is 'Enter Search Criteria'. Below it is a section titled 'Search for Classes' for 'The University of Arkansas | Summer 2019'. It instructs the user to 'Select at least 2 search criteria. Select Search to view your search results.' Under the 'Class Search' section, there are several search criteria: 'select subject' (with a 'Subject' field), 'Course Number is exactly' (with a dropdown), 'Course Career' (with a dropdown set to 'Undergraduate'), 'Campus' (with a dropdown), 'Session' (with a dropdown), 'Online Classes' (checkbox), 'Distance Education' (checkbox), and 'Show Open Classes Only' (checkbox, checked). There are also 'Course Attribute' and 'Course Attribute Value' fields. At the bottom, there is a link for Global Campus self-paced online correspondence courses, an 'Additional Search Criteria' section, and buttons for 'Return to Add Classes', 'Clear', and 'Search'.

- Click the first letter of the desired subject. The **Course Subject Lookup** page displays all the subjects that fall under the letter you selected.
- Click the **Select** link next to the subject and return to the **Enter Search Criteria** page that now has the Subject field populated with your selection.
- Click **Search**.

Add Classes 1

Enter Search Criteria

The University of Arkansas | Summer 2019

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Select	S ED	
Select	SCMT	Supply Chain Management
Select	SCST	
Select	SCWK	Social Work
Select	SEC EDUC	
Select	SEED	Secondary Education
Select	SHORTH	
Select	SILC	Spring International Language Center
Select	SOC	
Select	SOC WELF	
Select	SOCI	Sociology
Select	SOCIOL	
Select	SOCW	
Select	SOCY	
Select	SOSC	Social Science Transfer
Select	SOSI	Social Science Transfer
Select	SOST	Southern Studies
Select	SPAC	Space and Planetary Sciences
Select	SPAN	Spanish

- The **Search Results** page opens with the results of your course subject search.

Search Results

The University of Arkansas | Fall 2019

The following classes match your search criteria Course Subject: Spanish, Course Career: Undergraduate, Show Open Classes Only: Yes

● Open ■ Closed ▲ Wait List

Return to Add Classes

25 class section(s) found

▼ SPAN 1003 - Elementary Spanish I (ACTS Equivalency = SPAN 1013)

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Location	Status	Instruction Mode		View Materials
1085	902-LEC Regular	TBA	TBA	Staff	08/26/2019 - 12/12/2019	Student Home	●	Instruction Mode WA	Select	View Materials
Notes: This is a combined section class										
11639	904-LEC Regular	TBA	TBA	Staff	08/26/2019 - 12/12/2019	Student Home	●	Instruction Mode WA	Select	View Materials
Notes: This is a combined section class										
12405	906-LEC Regular	TBA	TBA	Staff	TBA	Student Home	●	Instruction Mode WA	Select	View Materials

7. Select the **Section link** to view more details about the class on the Class Detail page.
8. Click the **View Materials link** to see textbook information.
9. Click the **Select button** to add the course to your shopping cart. Select any required drill or lab associated with the class and click **Next** to continue.
10. After completing your selections, the **Enrollment Preferences** page opens providing additional class information. **Including the option to add yourself to the waitlist if the class is full.** Click **Next** to select additional classes or to complete your registration.

Search
Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Edit
Term Information

Add Classes
1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2020 | Undergraduate | The University of Arkansas
HDFS 4473 - MULTICULTURAL FAMILIES

Class Preferences

HDFS 4473-001 Lecture ▲ Wait List

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Prerequisite: HDFS 2413.

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Cancel
Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TuTh 11:00AM - 12:15PM	HOEC Classroom 0005	Jacquelyn Mosley	08/24/2020 - 12/10/2020

11. When you are satisfied with your selections, click **Proceed to Step 2 of 3** to confirm.

12. If you are enrolling in a class that is not taught face-to-face, the **Class Location** page opens. You will be **required** to indicate the predominant geographical location in which the class or classes will be taken. *You may not proceed with enrolling in classes until this step is completed.*

Class Location

Please indicate the PREDOMINANT location where this instruction will be taken.
 Select either the appropriate State or US territory from the drop down box or check the box "Outside of USA State or Territory"

Enrollment Request ID	Course ID	Subject Area	Catalog Nbr	Instruction Mode	State	Country
1 0005984257	1 018870	SPAN	2003	WA		

Continue

13. Click **Finish Enrolling** to complete your enrollment.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2019 | Undergraduate | The University of Arkansas

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SPAN 2003-910 (7852)	INTERMEDIATE SPANISH I (Lecture)		TBA		3.00	●

14. A **green check mark** in the Status column indicates the class was added successfully. A **red X** will appear if there was an error in adding the class, which will require an action to correct.

15. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors

Summer 2019 | Undergraduate | The University of Arkansas

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
SPAN 2003	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	✘